

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P. O. Box 269101  
Sacramento, California 95826-9101**

CAAG-SP

1 March 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-16 – Expires 15 March 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-6.*** This vacancy announcement will expire on 15 March 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the checklist at the end of this announcement.

<b>a. TITLE AND PAY GRADE:</b>	<b>Property Accountability NCO (SAD E-6)</b>
<b>b. EMPLOYMENT LOCATION:</b>	<b>JFHQ, Sacramento, CA</b>
<b>c. PROJECTED EMPLOYMENT DATE:</b>	<b>1 April 2010</b>
<b>d. SELECTING SUPERVISOR:</b>	<b>Director, Information Management</b>

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-5 through E-7 may apply.

b. Education/Experience: Completion of civilian and military education requirements commensurate with the grade of the applicant is required. Must be a high school graduate, or equivalent. ***Attach documentation to support this requirement.***

c. Military Assignments: Assignments must be appropriate to the grade of the applicant.

d. Must possess a valid state of California driver's license. ***Submit a copy of your current driver's license.***

e. Communication Skills: Must be able to effectively communicate orally and in writing.

f. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

g. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

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4. Desirable qualifications include:

- a. A minimum of one-year experience in government Procurement, either in the National Guard, on Active Duty or other Government agency is preferred.
- b. Strong computer skills with Windows Vista and MS Office Suite experience.
- c. Ability to assist in interpreting and implementing current state and federal procurement rules, regulations and laws.
- d. Ability to prepare correspondence and proofread regulations.

5. Principle duty functions:

Under the general supervision of the J6 Operations NCOIC, the incumbent is expected to use initiative, knowledge and prior experience in resolving issues and situations and make program decisions within the scope of the mission.

- a. Performs tasks and duties of a Unit Supply NCO.
- b. Responsible for requesting, receiving, inspecting, inventorying, loading, unloading, storing, issuing, delivering and relinquishing organizational equipment.
- c. Performs automated supply functions for accounting or organizational property.
- d. Operates unit level computers.
- e. Provides technical guidance to lower grade personnel.
- f. Coordinates J6 supply activities and posts property transactions to the J6 Asset Lifecycle Management tool.
- g. Performs other duties as assigned.

6. Reimbursement for moving and relocation expenses **will not** be paid.

7. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no**

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*later than the close of business on 15 March 2010. Applications will not be accepted via fax or e-mail.*

FOR THE ADJUTANT GENERAL:

*Jeffrey W. Magram (1 Mar 10)*  
JEFFREY W. MAGRAM  
Lieutenant Colonel, CA ANG  
Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application.  
Explain negative responses.

Have you completed and signed your application form?	
Have you attached a copy of your military and civilian educational documents?	
Have you attached a copy of your California Driver's License?	
Have you attached a copy of your height, weight & physical verifications?	